

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Corporation and Administrative Agency

Tuesday, September 14, 2010, 8:30 a.m.

The Boston Public Library

Orientation Room, McKim Building, First Floor

230 Dartmouth Street, Copley Square, Boston, MA

AGENDA

1. Chairman's Report, Mr. Jeffrey B. Rudman
 - Review and approval of Minutes for the Trustees Meeting June 21, 2010
 - Boston Book Festival, October 16, 2010
Ms. Debbie Porter, President & Program Director, Boston Book Festival
 - Literary Lights for Children and Writer-in Residence Fellowship
Ms. Betsy Hall, Executive Director, Associates of BPL
 - Presentation of commemorative book to Trustee Carol Fulp
2. President's Report, Ms. Amy E. Ryan
 - Implementation of FY11 budget and impact on personnel and services
 - Staff Transition Committee
Mr. Michael Colford, Director, Resource Services and Information Technology
 - Review of "The Boston Public Library Compass: Principles for Excellence"
 - Preliminary plan for community outreach process
 - Branch capital projects: Brighton, East Boston
Ms. Christine Schonhart, Neighborhood Services Manager
3. Trustees' Finance and Audit Committee Report
Trustee Evelyn Arana-Ortiz, Chair
 - Proposed Award of Contract for supplying periodicals and serials
Trustee Evelyn Arana-Ortiz, Chair
VOTED: "that, without public advertising, there be entered into with the EBSCO Subscription Services, 30 Park Road, Tinton Falls, NJ 07724 a contract for (1) supplying periodicals and serials for the period commencing January 1, 2011 and ending December 31, 2011 and (2) servicing the subscriptions for the individual items throughout the year as specified in the Specifications, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred sixty one thousand one hundred forty eight dollars and no cents (\$161,148.00)"

- Proposed Award of Contract for moving books from Norwood storage facility into the renovated Brighton Branch

VOTED: “that, there be entered into with W.B. Meyer. Inc., 255 Long Beach Blvd., Stratford, CT 06615, the sole eligible, responsive, and responsible bidder, a contract publicly advertised, for providing moving and sorting services of library materials for the Brighton Branch of the Boston Public Library for the period September 15, 2010 through January 31, 2011, at a total cost not to exceed forty six thousand eight hundred sixteen dollars and no cents (\$46,816.00). The Boston Public Library Evaluation Committee performed an evaluation of the proposal presented by the one vendor as described in the Request for Proposals (RFP), and through this process, determined the proposal presented by W.B. Meyer, Inc. represented the best value for the Boston Public Library”

- Proposed Revision to “Trustees of the Public Library of the City of Boston, Statement of Investment Policy & Objectives, May 2002, Investment Guidelines”

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the revision to the “Trustees of the Public Library of the City of Boston, Statement of Investment Policy & Objectives, May 2002, Investment Guidelines” to include “Investments in Index or Mutual Funds that derive over 15% of their revenue for tobacco, alcohol, and gambling are prohibited” as recommended by the Trustees Finance and Audit Committee”

4. Trustees’ Fellowes Athenaeum Trust Fund Advisory Committee Report

Trustee Evelyn Arana-Ortiz, Chair

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the FY2011 Fellowes Athenaeum Programmatic Plan as recommended by the Trustees Fellowes Athenaeum Trust Fund Advisory Committee”

5. New Business

Mr. Jeffrey B. Rudman, Chairman

6. Adjournment

Mr. Jeffrey B. Rudman, Chairman

7. Executive Session on legal issues

Mr. Jeffrey B. Rudman, Chairman

Documents to be presented at the meeting are available to the public at: Boston Public Library, Office of the Clerk, Room 503, McKim Building, Copley Square, Boston, MA



Draft Programmatic Plan for FY11

Allocation Voted May 2010:	\$150,000
Project Management Contract:	42,600
Continuing Program Contracts (7):	57,525
New Program Contracts (5):	20,864
Total Recommended Contractual Expenditure:	\$120,989
Estimated Audience Members to be Served:	1,245

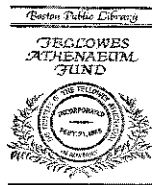
Part 1: Continuing Programs (2 - 4 years of Satisfactory Performance)

ADULT EDUCATION	Program Details	Recommendation	Audience	#
Boston Centers for Youth and Families GED Testing	3 sessions of testing to achieve the GED credential. Contract needs to extend into FY12 in order to accommodate June graduates of adult education programs.	7425	Adults	60
BPS Adult & Community Services MCAS Test Prep	Small-group tutoring to improve pass rates in English, Math and Science. In order to achieve the Diploma credential, minimum MCAS scores are required in all 3 subjects.	5127.64	Adults	30
Dimock Center GED Math Tutoring	Small-group tutoring in Math to improve GED test pass rates for adult education students. Followed by a training and education resource fair, open to all.	15,129.18	Adults	175
Math POWER K - 8 Math Instruction Training	Professional development for after-school program staff, to improve math learning among Boston Public Schools students. Also includes a 1-day workshop for parents.	5305.30	Adults	25
Roxbury Community College (RCC) Foundation GED Test Prep	RCC staff will administer 6 sessions of practice testing for the GED exam. Will help adult education students identify problem areas before taking the exam.	7640	Adults	100
TOTAL REQUESTED FOR ADULT EDUCATION		40,627.12	TOTAL #	390
MUSIC EDUCATION	Program Details	Request	Audience	#
John Kordalewski, Ph. D Music Appreciation	The <i>Makanda Project</i> , built on the legacy of a Roxbury composer and educator, will perform 3 Friday-evening jazz concerts and host 3 Saturday jazz listening workshops.	10,000	All Ages	350
Carlos Vargas Piano Lessons	Group piano lessons will be provided for all ages. An audition is required. Two recitals will be held.	6897.70	All Ages	30
TOTAL REQUESTED FOR MUSIC EDUCATION		16,897.70	TOTAL #	385

Recommendation:

Continue to support the above 7 programs, which have demonstrated satisfactory prior performance and wide audience appeal.

Projection: Serve 775 Audience Members, of all ages, at a cost of \$57,524.82 .



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Part 2: New Programs (FY11 Open and Competitive Procurement)

APPLICANT	Program Details	Recommendation	Audience	#
Boston Higher Education Resource Center Spanish Computer Education Classes	Provide Spanish-language instruction in basic computer literacy (internet, email, office software). Small groups of 10 students. Four sessions of training, lasting 4 to 6 weeks per session. Program may need to extend into FY12 to accommodate late start in FY11.	7500: <i>Conditional upon satisfactory resolution of outstanding matters: schedule for installation of laptops; curriculum review and software approval by IT department</i>	Adults	40
Nina Hasin Woodcarving Workshop	A day-long workshop presenting the Visiting Mexican Artists of Oaxaca, Mexico, who will create and display folk art during facilitated discussions.	1864	All Ages	200
MA Association of Minority Law Enforcement Officers Anti-Bullying Workshops	<u>Original proposal for an 8-month, youth engagement program to address bullying, was rejected by the Advisory Committee. However, the program focus is a compelling rationale for funding.</u> Recommendation is for 3 workshops on recognizing bullying behaviors, and developing anti-bullying strategies. To be interactive, and structured for tiered participation by youth and parents, with input from schools, police and social service agencies.	3000: <i>Conditional upon resubmission of proposal with details recommended by the Advisory Committee at left</i>	All Ages	100
Elizabeth Scott Autism Skills & Drills Workshops	Two workshops on recognizing autism in young children, and learning techniques to improve social and learning outcomes for autistic children. Presented by a parent/educator/author and an occupational therapist.	1000	All Ages	100
Steadfast Solutions Computer Skills Training	Provide instruction in English, Spanish and Cape Verdean Creole. Courses designed for youth (digital music, digital imaging), working adults (office software, website design), and seniors (computer basics, internet, digital storytelling). Each session would last 16 weeks. May need to extend into FY12 to accommodate late start in FY11.	7500: <i>Conditional upon satisfactory resolution of outstanding matters: schedule for installation of laptops; curriculum review and software approval by IT department</i>	All Ages	30
TOTAL REQUESTED		\$20,864	TOTAL #	470

Recommendation:

Support 5 new programs, utilizing BPL resources to provide a wide variety of cultural and educational experiences. Note: Computer training programs are contingent upon acquisition and installation of laptops, and approval of program components by Director of Information Technology and Fellows Advisory Committee.

Projection: Serve 470 Audience Members, of all ages, at a cost of \$20,864.